

~~CONFIDENTIAL~~

25 JUL 1958

DF-14062

MEMORANDUM FOR: Placement Officers' Handbook

SUBJECT: Payment of Travel Expenses for Dependents
Medical Examinations

1. In implementing the dependents' medical benefits program, the Chief, Medical Staff, may require examination of the dependents of an individual under consideration for an assignment overseas. In most cases, the principal will already be in employee status but, in a few cases, the principal will be an out-of-town candidate.

2. The Deputy Director (Support) has authorized the Director of Personnel to approve payment of travel expenses of dependents of candidates for staff employment when they are required to report for pre-employment medical examinations as a condition precedent to employment of the principal. (See DD/S memo 53-2464). This authority, however, should be used most sparingly and only in cases where the applicant is urgently needed and physical examination of the dependent is a condition precedent to employment.

3. Requests for travel orders in such cases will contain a statement certifying that the examination is required as a condition precedent to employment of the principal and will require concurrence of the Chief, Medical Staff, or his representative. They will be submitted to this office with an explanation of the need for the principal justifying exercise of this authority. Otherwise, orders and vouchers will be processed in the same manner as for candidate-invitees.

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Chief, Personnel Operations Division

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